



ST. CHARLES PARISH

PERSONNEL OFFICE

P. O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • FAX (985) 783-1216

Website: www.stcharlesparish-la.gov

V.J. ST. PIERRE, JR.
PARISH PRESIDENT

SANDRA ZIMMER
PERSONNEL OFFICER

TO: V. J. St. Pierre, Jr., St. Charles Parish President

FROM: Sandra W. Zimmer, Personnel Officer

SUBJECT: 2011 Annual Report

As per your request for a complete report of the actions of the St. Charles Parish Civil Service Board and the Personnel Office for the past twelve months, I submit the following for 2011.

1. A 2.2% cost of living pay increase was approved for all eligible employees effective 12-25-10. A 1% or 3% merit increase for civil service employees, based on performance evaluations was approved.
2. Service Awards Banquet was given in conjunction with a training seminar on May 12, 2011. Fifty-one employees received certificates for their years of service, and forty-six employees received certificates for perfect attendance. Kim Cheramie was selected as Employee of the Year. Training was provided by Mikaela Ford, Retirement Specialist, Nationwide Retirement Solutions.
3. The Civil Service Board had five scheduled meetings.
4. There were ten in house-grievances filed by parish employees, investigated by the Personnel Officer. There were three appeals to the Civil Service Board.
5. Employment data for 2011 as of 12-31-10: Total parish payroll 550 employees, 353 Civil Service Employees, 40 appointed staff, and others on payroll 157.
6. There were 73 jobs posted, resulting in 31 in-house promotions.

7. Formed a Wellness Committee and coordinated and scheduled a wellness fair for parish employees.
8. Coordinated and scheduled benefits fair for parish employees attended by all companies providing group coverage for parish employees.
9. Coordinated and scheduled pre-employment, monthly random and probable cause and post accident drug screening for parish employees, per Ordinance #91-6-2.
10. Performed all other functions required, which include but are not limited to civil service system interpretation and administration, employee benefits coordination and administration, local, state, and federal law compliance, and employment process which includes recruitment, qualifying, testing and orientation/exit interviews.
11. Training Office Activities
 - Developed and delivered phase one Leadership Skills training program for 32 Public Works supervisors and managers.
 - Developed and delivered Aerial Lift training to over 60 Parish employees.
 - Developed and delivered Bob-Cat equipment refresher training to 30 Public Works employees.
 - Developed and delivered the Spotter Hand Signal training program for 30 Public Works employees.
 - Developed and delivered Grass-Cutter/Tractor safety training for 20 Parish employees.
 - Developed Trenching and Shoring training program for Public Works and delivered overview to management.
 - Conducted FMLA training for Parish employees.
 - Conducted New Driver Policy training for Parish employees.
 - Developed training programs in the following areas: New Employee Orientation, PW's safety training, electrical safety program, hazardous communications, ergonomics program, electrical lock-out program, and a Leadership Skills program for Waterworks and Animal Control.
 - Developed a complete training program for CDL Hazardous Materials Endorsement.
 - Participated in several Risk Management functions such as Cross-Bayou mitigation, accident investigations and Wastewater back-ups.